



SENIOR SIGN TECHNICIAN

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional graphic design services and to be involved in the coordination, production, installation and repair of City signs, logos and insignias through the City Sign Shop, for all City departments and some community organizations.

Supervision Received and Exercised:

Receives direction from the Traffic Operations Supervisor or from other supervisory or management staff. Exercises direct supervision over a Sign Technician.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Conceptualize and design professional, high-end graphic design, fabrication and screening projects from concept to completion for all City departments
- Design and produce visual communication material for special events.
- Design logos, icons and other visual elements for special programs.
- Coordinate, research and evaluate projects to pinpoint central theme, audience, budget and time constraints; make presentations of ideas and designs to committees, groups or individuals utilizing professional color comps of the concept.
- Plan, prioritize, assign, supervise and review the work of sign shop staff.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Submit justifications for expenditures; monitor and control expenditures; prepare reports and keep time, material and equipment use records.

CITY OF TEMPE

Senior Sign Technician (continued)

- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies.
- Interpret plans and works orders to determine and confirm proper placement of traffic and street signs; prepare schedules and determine cost of sign jobs.
- Arrange for equipment needs at job sites; ensure proper maintenance of equipment; requisition supplies and materials; maintain proper inventory.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in professional graphic design, including at least one year of supervisory or lead responsibility. Experience in production, screening and fabrication and in other aspects of sign shop operations is preferred.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in graphics, fine arts or a related field.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license. Possession of or ability to obtain within one year of hire, appropriate IMSA Certifications. (i.e. Work Zone, Signs & Markings Level III)

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 8461

Salary Range: 30

FLSA: Non-Exempt